



U. S. Chemical Safety and Hazard Investigation Board

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Board Member

June 11, 2002

Board Action Report

Notation No.: 185

Voting Period: June 4, 2002 – June 11, 2002

Subject: Roles, Responsibilities, and Standards of Conduct in Procurement Activities

Whereas,

1. The Board, by Notation Item 175A (May 9, 2002) revised Order 003 to authorize the Board Member Delegated Interim Executive and Administrative Authority to control the use and expenditure of CSB funds and to approve and execute all contracts and interagency transfers of \$50,000 or less;
2. Dr. Poje, as the Board Member Delegated Interim Executive and Administrative Authority, by memorandum dated May 10, 2002, further delegated to the Acting Chief Operating Officer authority to: oversee and manage the use and expenditure of CSB funds, authorize and execute contracts and interagency transfers of \$50,000 or less, and oversee and manage the administrative aspects of the procurement process;
3. Implementation of these recent delegations of authority in practice requires that the respective roles and responsibilities of key participants in the procurement activities of the CSB be clearly delineated in a single document;
4. The Board desires to affirmatively set forth a standard of conduct for all CSB personnel involved in procurement activities that reinforces their obligation to comply with the laws, regulations, and standards governing procurement integrity;
5. The attached draft Order 027 accomplishes these ends by delineating the divisions of authority for procurement activities in light of revised Order 003 and the May 10 memorandum and by establishing standards for the conduct of Board Members in carrying out their appropriate roles in CSB procurement activities;

Therefore, pursuant to its authority under 42 U.S.C. § 7412(r)(6)(N), the Board hereby votes to adopt the attached draft Order 027 as Board Order 027.

Approval Date: 6/04/02

	<u>Approve</u>	<u>Disapprove</u>	<u>Not Participating</u>	<u>Withhold</u>
Isadore Rosenthal	x			
Gerald Poje	x			
Andrea Taylor	x			